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EXECUTIVE COMMITTEE FOR STANDARDIZATION OF JANITORIAL PRODUCTS AND EQUIPMENT

MINUTES

1975 – 1976

Until March 19, 1975, this Committee was known as
JANITORIAL COMMITTEE FOR PRODUCT EVALUATION

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JANITORIAL COMMITTEE FOR PRODUCT EVALUATION

MINUTES

January, 1975

The meeting was called to order, James Berkley presiding on January 15, 1975 at Laguna Honda Hospital.

Committee Members Present

1.	William Etchison	S.F. Laguna Honda Hospital
2.	Joe Hill	S.F. Laguna Honda Hospital
3.	George Berkley	S.F. Laguna Honda Hospital
4.	Maurice Jones	S.F. General Hospital
5.	James Berkley	S.F. General Hospital
6.	Audrie Brown	S.F. General Hospital
7.	Elizabeth Joiner	S.F. Public Library
8.	Bob Levy	S.F. Purchasing
9.	Wyner Spencer	S.F. War Memorial
10.	George Cooney	S.F. Municipal Railway
11.	James Sullivan	S.F. City Hall
12.	Clenny J. Thierry	S.F. Airport
13.	Thomas Anderson	S.F. Juvenile Court
14.	William Gutierrez	S.F. Hall of Justice

Committee Members Late

1.	James Berkley	S.F. General Hospital
2.	Maurice Jones	S.F. General Hospital
3.	Audrie Brown	S.F. General Hospital
4.	Clenny J. Thierry	S.F. Airport
5.	Wyner Spencer	S.F. War Memorial

Committee Members Not Present

1.	Moses Byes	S.F. City College
2.	Chris Christenson	S.F. Municipal Railway
3.	Jack Hughes	S.F. School Department
4.	James Gardner	S.F. Park and Recreation
5.	Luis R. Ruig	S.F. De Young Museum
6.	Leo Tergian	S.F. Water Department

A letter was read from Mr. Herbert Thompson asking that the Park and Recreation Department be excused from sending a representive to the committee meetings. After some discussion a motion was made by Mr. Tom Anderson, and seconded by Mr. Wyner Spencer that a letter be sent to both Park and Recreation, and the Water Department reaffirming the need for a representative of their departments. It was so moved, letters have been sent.

The meeting was then turned over to Mr. Bob Levy of the Purchasing Department. Contract items were discussed. A number of samples brought

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in by Mr. Levy were examined and final discussions made as to which of these samples were acceptable for the new contract. Stripper's were added to the contract, three types will be offered, Ory-Liquid with Ammonia, and liquid without.

A brief discussion of the relative merits of the Hoover and Clark vacuum cleaners followed. A decision was made to form a sub-committee to properly evaluate the vacuum cleaners.

The meeting was then turned over to Mr. Lloyd Cubillo of the Chief Administrative office. The Janitorial Training program being the topic. Outlines of the Training manual were passed out. To date the program has been set as follows:

Classes will consist of 32 hours total class room time. This will be broken into four sessions. Classes being held on Tuesdays and Thursdays. Day classes 8:00am to 4:00pm, night classes 4:00pm to 12:00pm. There will be four one hour forty-five minutes sessions with breaks for coffee and lunch inbetween. Course will be called "Building Maintenance and Sanitation Program for Interdepartmental Personnel". Classes will be held at Laguna Honda Hospital and San Francisco General Hospital. Upon completion of course a certificate of training will be awarded. Resume forms were passed out to be filled out and returned by January 21, by prospective instructors.

The meeting was adjourned at 1:00pm. Next meeting to be held February 19, 1975, 10:00am at Laguna Honda Hospital.

Agenda

1. Name Change
2. 1975 Calendar
3. Instructors for Training Program
4. Assesments for 1975
5. Sub Committee's

Respectfully submitted,

Elizabeth J. Joiner
Recording Secretary
Janitorial Committee For Product Evaluation

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JANITORIAL COMMITTEE FOR PRODUCT EVALUATION

MINUTES

February 1975

The meeting was called to order, James Berkley presiding on February 19, 1975 at Laguna Honda Hospital.

COMMITTEE MEMBERS PRESENT

William Etchison	S.F. Laguna Honda Hospital
George Berkley	S.F. Laguna Honda Hospital
Maurice Jones	S.F. General Hospital
Elizabeth Joiner	S.F. Public Library
Bob Levy	S.F. Purchasing Department
Wyner Spencer	S.F. War Memorial
George Cooney	S.F. Municipal Railway
Thomas Anderson	S.F. Juvenile Court
William Gutierrez	S.F. Hall of Justice
Moses Byes	S.F. City College
Chris Christenson	S.F. Municipal Railway
Jack Hughes	S.F. School Department

COMMITTEE MEMBERS LATE

William Etchison	S.F. Laguna Honda Hospital
George Berkley	S.F. General Hospital
Wyner Spencer	S.F. War Memorial

COMMITTEE MEMBERS NOT PRESENT

Joe Hill	S.F. Laguna Honda Hospital
Audrie Brown	S.F. General Hospital
James Sullivan	S.F. City Hall
Clenny Thierry	S.F. International Airport
James Gardner	S.F. Park and Recreation
Luis R. Ruiz	S.F. De Young Museum

The sum of $22.17 balance remaining in treasury was turned over to the new Treasurer Mr. Chris Christenson by Mr. Tom Anderson.

Late assessments paid by:

James Berkley	$1.00
Maurice Jones	$1.00
Wyner Spencer	$1.00
William Etchison	$1.00
George Berkley	$1.00

First order of business was proposed name change of Committee. Suggested to the Committee:

1) City and County Supervisors Material and Supplies Services
2) San Francisco Supervisors Maintenance Service
3) San Francisco Maintenance Resources Committee

4) Building Maintenance and Sanitation Committee
5) Executive Committee of Standardization of Janitorial Products and Equipment
6) Interdepartmental Committee of Products Equipment and Maintenance Evaluations

It was also suggested we retain present name.

A motion was made by Wyner Spencer and seconded by Chris Christenson that a final decision be made at the next meeting March 19th.

Calendar for 1975

March - 19

Mr. Levy to pass out lists of material that has been accepted by the committee, and equipment that has been tested.

Report on Training Program.

Vote on name change.

April - 16

Sub Committee Reports.
Equipment Committee
Liquid's Committee

Discussion of New Locations for future meetings.

Report on Training Program.

May - 21

Guest speaker - Mr. Miller, from Chief Administrative Office.

Discussion of maintenance planning, City intallations, New buildings, etc.

Sub Committee Reports.

June - 18

Second half of assessments due.

Discussion of Products:
Problems with Suppliers, Purchaser's
Employee's use of Products
Managements approach to new materials, supplies and modern cleaning techniques

July - 16

Open session.

Invitation to Department Heads to sit in on meetings.

Sub Committee Reports.

August - 20

Discussion on Labor, Management Relations, Inflation, etc.

Sub Committee Reports.

September - 17

Budget items.

New equipment.

Sub Committee Reports.

October - 15

Budget.

November - 18

Guest speaker - Mr. Orsi

December - 17

Installation of New officers.

Luncheon

January - 21, 1976

Calender for 1976

Contract proposals.

Miscellaneous items.

Equipment Sub Committee formed. Moses Byes, Elizabeth Joiner, Maurice Jones will evaluate, heavy and light equipment and report back to Committee.

Items: detergent stripper and germical, disinfectant cleaner add to Contract #83419.

Educational Coodinator for training program, name to be announced at next meeting.

City Specification for Scrubber Polisher Floor Machines, passed out. Additional copies available contact Elizabeth Joiner, Public Library, Janitorial Department, phone number 558-4674.

Yearly assessments paid:	Tom Anderson	$ 6.00
	Elizabeth Joiner	6.00
	James Berkley	12.00
	George Berkley	6.00
	Bob Levy	12.00
	Wyner Spencer	12.00
	Chris Christenson	6.00

Monies turned over to Treasurer Chris Christenson.

NOTE: ASSESSMENTS NOT MANDATORY

Meeting adjourned at 12:30 PM.

AGENDA - MARCH 19, 1975

Lists of material that has been accepted by the Committee and equipment tested.

Report on Training Program.

Vote on name change.

Respectfully submitted,

ELIZABETH JOINER
Recording Secretary
Janitorial Committee for Product Evaluation

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- San Francisco

EXECUTIVE COMMITTEE FOR STANDARDIZATION OF JANITORIAL PRODUCTS AND EQUIPMENT

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MINUTES - MARCH 19, 1975

James Berkley - Chairman	General Hospital
Clenny Thierry - Vice Chairman	International Airport
Elizabeth Joiner - Recording Secretary	Public Library
Chris Christenson - Treasurer	Municipal Railway

The meeting of March 19th was called to order at 10:00 A.M., James Berkley presiding.

Minutes of previous meeting were read and approved.

First Order Of Business

Representatives of the 3M Company demostrated a number of new products, these were:

Nomad Mats, a new type of 100% vinyl pile matting.
Rug shampoo, of a soil retarding type.
Carpet spot remover and upholstery cleaner.
Trouble shooter, a cleaner for removing soil and wax build up as well as graffiti.

Samples and brochures were distributed.

Meeting turned over to Mr. Bob Levy of Purchasing. Mr. Levy distributed copies of contract proposal 83419 soaps, detergents, etc. Noting that, all purpose detergent will be replaced as contract item by Germicidal Detergent, as specified by Committee. Copies of Contract Proposal 83035, Janitorial Supplies, were distributed. Vendor on Witt Products items 835 and 840 is Colberg Supply's. Dust pans, black metal are now on Hardware Contract 74107 unit price is $1.40.

Test results on Liquid floor finish - Univisal Lab is pending - bids are out on others.

Mr. Levy requests, that all Janitorial Supervisors make sure that the delusion rates on all liquids are being followed.

Mr. William Etchison, General Service Manager, Laguna Honda Hospital, requests any information from other departments as to their results with Nova Super "C" Floor Finish. Mr. Levy distributed copies of the list of items that have been tested by this Committee. Additional copies are available, contact Mr. Levy, Room 270, City Hall.

Name Change

Vote was taken on proposed name change. Resulting in a majority for "Executive Committee for Standardization of Janitorial Products and Equipment".

Name Change (cont.)

This is now the name of the Committee formerly know as "Janitorial Committee for Product Evaluations".

It was also decided at this time that (1) files will be set up for referance purposes and (2) that all letters bearing this Committee Title be read and signed by the Chairman or Vice Chairman.

Training Program

Mr. Lloyd Cubillo of the Chief Administrator's Office informed the Committee that after a problem in having the Janitorial Manuals printed, the 266 page book is now ready. Our thanks go to City College for printing the manual. Letters have been sent to 23 departments informing them of the program, with attached forms to be returned to Mr. Cubillo, listing the number of personnel that will be sent to the classes.

Films have been purchased, class room approved. The instructors have been selected, they are:

Day Classes	Night Classes
R. Morrison	Durmanich
J. Berkley	W. Etchison
M. Escatento	T. Anderson
E. Anderson	C. Thierry
W. Reed	E. Joiner

The Educational Coordinator will be elected at the next meeting. The four members of the Educational Sub Committee are:

Thomas Anderson of Juvenile Court
William Etchison of Laguna Honda
James Berkley of General Hospital
William Gutierrez of The Hall of Justice

The Executive Committee will use monies drawn from the assement fund to purchase additional films and equipment for the training program as they are needed.

Sub Committees

Committee to evaluate liquid products formed, members are:

Mr. Andrie Brown	General Hospital
Mr. George Cooney	Muni Railway
Mr. Luis Ruiz	De Young Museum

Equipment Committee --- evaluating - Upright Vaccums - Pile Lifters and "Brute" Steam Cleaner, will reportenext meeting.

Miscellaneous Items

Mr. Sheldon Richards, Sub-Foreman, introduced to Committee. He will subsitute for Wyner Spencer of the War Memorial.

Mr. James Berkly spoke on the need of continual education of Janitorial Supervisors, suggesting seminars and courses in Supervision, as a means of furthering our knowledge and skills.

Yearly Assement paid: Mr. Jack Hughes - School Department - $12.00.

Change in Agenda - Mr. Levy of Purchasing will be first speaker on future agendas, when he is scheduled to speak.

Agenda-April 16, 1975

Mr. Levy - Purchasing
Sub Committee Reports
Discussion of new locations for future meetings
Training Program

Meeting ajourned 12:10 P.M., next meeting 10:00 A.M. April 16, 1975 at Laguna Honda Hospital.

COMMITTEE MEMBERS PRESENT - MARCH 19, 1975

William Etchison	Laguna Honda Hospital
George Berkley	Laguna Honda Hospital
Maurice Jones	General Hospital
Elizabeth Joiner	Public Library
Bob Levy	Purchasing Department
Wyner Spencer	War Memorial
George Cooney	Municipal Railway
Thomas Anderson	Juvenile Court
William Gutierrez	Hall of Justice
Chris Christenson	Municipal Railway
Jack Hughes	School Department
Joe Hill	Laguna Honda Hospital
Jame Sullivan	City Hall
Luis R. Ruiz	De Young Museum

COMMITTEE MEMBERS LATE

Chris Christenson	Municipal Railway

COMMITTEE MEMBERS NOT PRESENT

Audrie Brown	General Hospital
Moses Byes	City College
Clenny Thierry	International Airport

Respectfully submitted,

Elizabeth J. Joiner
Recording Secretary
Executive Committee for Standardization
of Janitorial Products and Equipment

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EXECUTIVE COMMITTEE FOR STANDARDIZATION OF JANITORIAL PRODUCTS AND EQUIPMENT

MINUTES OF APRIL 16, 1975 MEETING

James Berkley	Chairman	General Hospital
Clenny Thierry	Vice Chairman	International Airport
Elizabeth Joiner	Recording Secretary	Public Library
Chris Christenson	Treasurer	Municipal Railway

The regular meeting of the Executive Committee was called to order, April 16, 1975, 10:00 AM at Laguna Honda Hospital, James Berkley presiding.

Minutes of previous meeting were read and approved.

FRIST ORDER OF BUSINESS

Purchasing Department, Mr. Bob Levy reported that the floor finishes on acceptable list are, Maursy Columbia's "Nova" and Legg Co's "Legg-Sure". Contract 83453 is under rebid with the two acceptable products.

Mr. Levy has requested that the Liquid's Committee run series of tests on Metal link floor finishes, also strippers suitable for use with these floor finishes, for future contracts.

Representive of Maursy Columbia has been contacted reguarding problem on formulation of "Nova" Super "C". Samples are undergoing testing at this time. Results should be known by next meeting.

Correction of listing: Contract 83035 Item 272 wax applicator, should read 2.70 each - $32.40 per dozen, please correct departmental copies.

Results of testing of American Industrial Mop handle, by Laguna Honda Hospital.

Mop handle was judged as acceptable. Motion made by Mr. William Gutierrez that item be placed on acceptable list, for future contract bids. Motion seconded by Mr. Tom Anderson, and so moved.

Samples of Deo Bd, a disposable deodorant fixture for toilets and urinals were distributed.

Liquid's Committee Report

Mr. Audrie Brown, Chairman, reported that testing has been completed on three types of cleaning agents for hard surfaces floors.

1) Neutra Jell - Celiz Chemical Co.
2) Aldran - Colberg Chemical Co.
3) Flor Nu - By Thech Co.

Ratings were: Neutra Jell - Good, Aldran - Fair, Flor Nu - Poor. Neutra Jell and Aldran will be placed on acceptable list. Flor Nu is unacceptable. Detailed test results are available; contact Mr. Levy, Purchasing Dept.

Mr. Brown requested that Mr. Levy contract suppliers biding on Metal Link floor finishes, to request samples for testing purposes.

Equipment Committee

Mr. Mose Byes, Chairman, reported that testing of Vaccum Cleaners is in progress. Three catagories are being tested, 1) Upright single motor industrial, 2) Two motor heavy duty, 3) Pile lifters.

Mr. Byes, Supervisor of Janitors, City College also gave a brief report on a short term test made on Clark 576 and Advance 220 Carpet Twin for purchase by City College. The findings of this comparision were that the Clark 576 was the most suitable for City College needs at this time.

Mr. Audrie Brown, General Service Manager, General Hospital, entered a motion that, all equipment to be tested for contract approval, be tested for a minimum of 30 days under constant use conditions. Further that all suppliers wishing to bid their equipment for contract supply Equipment Committee with necessary samples for time period required. Motion was seconded by William Gutierrez, and so moved.

Future Meeting Locations

Elizabeth Joiner stated that the Lurie Room at the Main Library could be used as a future site for meetings as well as several of the branch librarys that have meeting rooms. Mr. Moses Byes offered the facilities of City College as well as those at 33 Gough Street as possible sites for future meetings.

Mr. Audrie Brown of General Hospital offered meeting rooms at General Hospital as well.

Mr. Tom Anderson entered a motion that we hold our next meeting, May 21, 1975 at General Hospital. It was seconded by Elizabeth Joiner, and so moved.

Training Program

William Etchison, member of Educational Committee reported that the program is ready to go, frist classes will start this month. Election of Education Coordinator has been postponed. It was the decision of the Executive Committee that until such time as a permanent Coordinator is elected, Mr. Lloyd Cubillos of the Chief Admistrator's Office will continue in the capacity of temporary Coordinator, as he has done so aptly from the start of the program.

AGENDA - MAY 21, 1975

Guest Speaker - Mr. Miller, Chief Administrative Office
Mr. Levy - Purchasing Department
Training Program
Sub Committee Reports
Discussion of Main Tenance planning, City installations

Meeting adjourned at 12:45 AM.

Next meeting to be held May 21, 1975 at 10:00 AM, in the San Francisco General Hospital building 50, room 19. (entrance on 23rd street)

COMMITTEE MEMBER PRESENT APRIL 16, 1975

William Etchison	Laguna Honda Hospital
George Berkley	Laguna Honda Hospital
Maurice Jones	General Hospital
Audrie Brown	General Hospital
James Berkley	General Hospital
Elizabeth Joiner	Public Library
Bob Levy	Purchasing Department
Wyner Spencer	War Memorial
George Coongy	Municipal Railway
Thomas Anderson	Juvenile Court
William Gutierrez	Hall of Justice
Jack Hughes	School Department
Joe Hill	Laguna Honda Hospital
Mose Byes	City College
Clenny Thierry	International Airport
Luis R. Ruiz	De Young Museum

COMMITTEE MEMBERS NOT PRESENT

James Sullivan	City Hall
Chris Christenson	Municipal Railway

Respectfully submitted,

ELIZABETH JOINER
Recording Secretary

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EXECUTIVE COMMITTEE FOR STANDARDIZATION OF JANITORIAL PRODUCTS AND EQUIPMENT

MINUTES OF MAY 12, 1975 MEETING

EMERGENCY SESSION

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The Emergency Session of the Executive Committee was called to order May 12, 1975, 10:00 AM at Laguna Honda Hospital, James Berkley presiding.

SUBJECT

Meeting called by Mr. Bob Levy of Purchasing Dept. and Mr. James Berkley Chairman of Executive Committee, to start immediate testing of metal links polymer floor finish.

Mr. Levy reported that due to the fact only one polymer floor finished remained on the acceptable list, testing must begin at once on the metal links type of polymer floor finish. The single remanining polymer on acceptable list is Legg Co's "Legg Sure". Maursy Columbia Chemical Co. has been subsituting Nova Super "C" an untested product and is no longer making the "Nova" previously tested. Contracts can not be bid with only one acceptable product. Term Contracts are due June 1st, bids are out on Metal Links floor finishes. If testing is not done contract will go to lowest bid. Samples have been received from twelve (12) suppliers. Testing will be done in two stages, 30 days for contract, pending final approval in 60 days, any product approved on the 30 day test, then found unacceptable on completion of the 60 days will be removed from acceptable list.

Mr. Audrie Brown, Chairman of Liquids Committee, suggested that the polymer floor finish be retained on the contract, as well as the newer Metal Links. He further noted that while the Metal Links was a longer lasting product it was, as a general rule more costly. The higher cost, as well as the need for a stronger Ammonia base stripper with the use of Metal Links floor finish, could be too costly for some City depts to purchase at this time.

Mr. James Berkley, noted that not all of the suppliers has provided the 15 gallons of their product required for testing. "Ameway", had sent only three (3) gallons, insufficient for testing purposes. If remainder of sample is not received in time to begin testing "Ameway" will be disqualified in current tests.

Testing Arrangements, were arrived at by Joint Committee Action. These are as follows: Four departments will each test three of the products.

San Francisco International Airport: Universal Labs UL 267 "Safe and Brite", Masury Columbia Co, "81117 "Mallard Floor Finish", Sanitex Products "Met-L-Rax", May 18, at 12:01 AM.

S.F. General Hospital: By-Tech Chemical Corp., "Bi-Loc-#1895", the Paint Mart, "Dura-Gloss". Econimics Lab, Inc. "Balance Acrylic Floor Finish", May 14, at 12:01 AM.

City College: Vestal Lab's "Vestal 1776", Marimac Chemical Co. "Top Floor", and Oxford Chemical "Iron Cote", May 16, at 6:00 PM.

Dept. of Public Works (at Hall of Justice): Easterday Supply "Shield", South Bay Janitorial, "Finale" and Ameway "Floor Finish #E 8132", May 14, at 6:00 PM.

Mr. Wyner Spencer, War Memorial and Mr. Maurice Jones of General Hospital will goin Liquid Committee in current testing program.

Finishes will be tested on all types of floors and underall types of traffic conditions. Minimum testing area #2000 sq. ft. Masury Columbia's stripper will be used at a ratio of 802 to 1 gallon of water. Mr. Mose Byes of City College will supply stripper needed to prepare test areas.

Meeting adjourned at 11:35 AM.

COMMITTEE MEMBERS PRESENT MAY 12, 1975

James Berkley	General Hospital
Clenny Thierry	International Airport
Jack Hughes	School Department
Tom Anderson	Juvenile Court
Bob Levy	Purchasing Department
George Cooney	Municipal Railway
Audrie Brown	General Hospital
Luis Ruiz	De Young Museum
Maurice Jones	General Hospital
William Etchison	Laguna Honda Hospital
William Gutierrez	Hall of Justice
Mose Byes	City College
Joe Hill	Laguna Honda Hospital
Elizabeth Joiner	Public Library
James Sullivan	City Hall
Wyner Spencer	War Memorial
Chris Christenson	Municipal Railway

COMMITTEE MEMBERS ARRIVING LATE

Wyner Spencer	War Memorial
Chris Christenson	Municipal Railway

COMMITTEE MEMBERS NOT PRESENT

George Berkley	Laguna Honda Hospital

Respectfully submitted,

ELIZABETH JOINER
Recording Secretary

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EXECUTIVE COMMITTEE FOR STANDARDIZATION

OF JANITORIAL PRODUCTS AND EQUIPMENT

Minutes

May 21, 1975

The regular meeting of the Executive Committee was called to order May 21, 1975, 10:00 AM at General Hospital, Clenny Thierry presiding.

Minutes of meetings of April 16 and those of the May 12, Emergency Session were read and approved.

Frist Order Of Business

Mr. Bob Levy, of the Purchasing Dept., introduced Mr. George Burkett, Senior Purchasher to the committee. Mr. Burkett's position in the Purchasing Dept. is to standardize the purchasing of all City depts. where it is applicable. Mr. Burkett will attend the committee meetings, both as a guest and/or as the representive from the Purchasing Dept. The Committee members welcomed Mr. Burkett, and each in turn introducted themselves and the departments they represent.

Mr. Levy then yield the floor to the Chairman of the Liquids Committee, Mr. Audrie Brown.

Liquids Committee

Mr. Brown reported that the Metal Links floor finishes had been applied and were undergoing testing at the present time.

The Ameway Chemical Co. failed to supply the required amount of sample needed for testing purposes and has been disqualified in current test.

Products are undergoing tests at four (4) sites, General Hospital, Hall of Justice, City College and the Airport.

Members of the Liquids Committee; Audrie Brown, Luis Ruiz, George Cooney and volunteers; Wyner Spencer, William Gutierrez and Moses Byes are to be commended for having given of their time to carry out these tests. In some cases it meant working until 6:00 AM to complete initial testing proceedures, then reporting to their respective departments for a full eight (8) hour shift.

Mr. William Gutierrez, raised a question about the Chemical Makeup of the Metal Links polymer floor finish. Previously Metal Links and polymer (or Acrylic) were considered different types of floor finish.

Mr. Audrie Brown explained that due to new chemical processes Metal Links was now formulated with a polymer base. The older type of polymer floor finish is being phased out by the manufactures.

Mr. Bob Levy further explained that he had contacted the suppliers of current samples regarding the Metal Cross Links floor finish. All that have responded stated the samples of new products are in fact a crossing of Metal Link with a polymer base.

Copies of Contract 83420, Soap, Detergents, etc. were distributed.

Mr. Levy announced that orders to the Fuller Brush Co. should now be sent to their new address.

Fuller Brush Co.
P.O. Box 6974
East Los Angeles Station
Los Angeles, CA 90022
(local phone number remains the same)

Equipment Committee

Mr. Moses Byes, Chairman, reported via Mr. George Cooney, Janitor Foreman, Municipal Railway, that there will be a demostration of the "Brute Steam Cleaner" June 3, 1975, 10:00 AM at the Presidio Avenue Car Barn. Anyone interested is invited to attend.

Educational Committee

Mr. Lloyd Cubillos, Temp. Coordinator of the Educational Committee, thanked everyone for their efforts in getting the Training Program off the ground. Some problems are still to be ironed out, but the program is off to a good start.

Mr. Cubillos announced that he must resign from the post of Coordinator, due to other duties. The Committee gave their heart felt thanks for all of the work and time he has given the program. Mr. Cubillos assured the Committee that he will continue to give assistance and support when it is needed.

The duties of Coordinator will temporarily be assumed by Mr. Audrie Brown, General Service Manager, SF General Hospital.

Miscellaneous Items

Mr. Norris Coleman, Janitor Sub-Foreman, California Academy of Science, was introduced to the Committee. Mr. Brown explained the funtions of the Committee to Mr. Coleman. A motion was made by Mr. Brown and seconded by Mr. James Sullivan that Norris Coleman be accepted as a member of the Committee, it was so moved. The Committee welcomes Mr. Coleman.

Mr. Tom Anderson of Juvenile Court reported that he had been approached by a salesman from Colberg Chemical Co. who wished to demonstrate some products to the Committee. He asked about the correct proceedures for such a demonstration. It was explained that all presentations must be cleared by our representative from the Purchasing Dept.

Committee Minutes dated Dec. 15, 1971 state:

1) All presentations are to be cleared by the representative of the Purchasing Dept.

2) No presentation is to exceed fifteen (15) minutes.

3) No more than two (2) presentations at any meeting.

4) Only new or different products may be presented.

COMMITTEE MEMBERS ARRIVING LATE

Tom Anderson	Juvenile Court

Respectfully submitted,

Elizabeth Joiner
Recording Secretary

REMINDER TO ALL MEMBERS: If you are unable to attend any meeting send a representative from your department in your place.

Remainder of yearly assessments due next meeting. Assessments paid to date:

James Berkley	$12.00	Elizabeth Joiner	$6.00
Bob Levy	12.00	George Berkley	6.00
Wyner Spencer	12.00	Chris Christenson	6.00
Jack Hyges	12.00	James Sullivan	6.00
Tom Anderson	6.00	Norris Coleman	6.00

Late assessment of $1.00 paid by Tom Anderson.

Meeting adjourned at 12:30 AM.

Next meeting June 18, 1975, 10:00 AM at Laguna Honda Hospital.

Agenda June 18, 1975

Mr. Levy, Purchasing

Sub Committee Reports

Treasurers Report

Discussion: Maintenance Planning.

COMMITTEE MEMBERS PRESENT MAY 21, 1975

Maurie Jones	General Hospital
Audrie Brown	General Hospital
Elizabeth Joiner	Public Library
Bob Levy	Purchasing Dept.
Wyner Spencer	War Memorial
George Cooney	Municipal Railway
Thomas Anderson	Juvenile Court
William Gutierrez	Hall of Justice
Jack Hughes	School Dept.
Joe Hill	Laguna Honda Hospital
Clenny Thierry	Airport
Luis Ruiz	De Young Museum
James Sullivan	City Hall
Norris Coleman	California Academy of Science

COMMITTEE MEMBERS NOT PRESENT

William Etchison	Laguna Honda Hospital
George Berkley	Laguna Honda Hospital
James Berkley	General Hospital
Moses Byes	City College
Chris Christenson	Municipal Railway

Minutes
San Francisco

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EXECUTIVE COMMITTEE FOR STANDARDIZATION OF JANITORIAL PRODUCTS AND EQUIPMENT

JUNE 18, 1975

The regular meeting of the Executive Committee was call to order on June 18, 1975, 10:00 am at Laguna Honda Hospital, James Berkley presiding.

Minutes of the previous meeting and those of the Special Educational Committee meeting were read and approved.

FIRST ORDER OF BUSINESS

Purchasing Department

Mr. Levy reported that Ameway had contacted him, and have now supplied the required amount of Floor Finish for testing purposes. The sample was received too late for current contract, but will be tested to judge acceptability.

Mr. Levy also reported that Nuetro Jell is available in two forms, 110 L.D. for hard surface floors and 110 C for soft floors. Nuetro Jell 110 L.D. is listed on contract, 110 C is available for special purchase.

Liquid Committee

Mr. Audrie Brown, reported that 30 day testing had been completed on Floor Finishes. Those found acceptable were:

1. BiLoc #1d95 - Tech. Chemical Corp.
2. Dura-Gloss Floor Finish - The Paint Mart.
3. Finale Mallard - Masury Columbia Co.
4. Finale - South Bay Janitorial.

A motion was made by Mr. Audrie Brown that a short term test will be done on Vestal "1776" Vestal Lab. and Safe-N-Brite, due to unfavorable testing conditions, at testing sites. It was seconded by Mr. William Gutierrez and so moved. All other products were unacceptable.

Mr. James Berkley and Mr. Audrie Brown extended their appreciation and those of the Committee's to the people and departments without who's assistance the testing could not have been done.

Equipment Committee

No report at this time.

Treasurer's Report

No report, due to absence of Mr. Chris Chrisenson, Treasurer.

Mr. Audrie Brown made a motion, that due to Mr. Christenson's attendance record the Committee should declare an automatic resignation, and a new

Tresurer be appointed to complete his term of office. The motion was seconded by Mr. Joe Hill and so moved.

Mr. George Cooney, of the Muni Railway, was appointed to the office of Treasurer. Mr. Cooney will contact Mr. Christenson, also of Muni Railway and receive from him all monies and papers. Treasurer's report will be made at the next meeting July 16th. The sum of $37.00 in cash and checks was turned over to Mr. Cooney by the Secretary, Elizabeth Joiner.

Training Program

Mr. James Berkley Co-Chairman, reported that all city departments are cooperating fully with the Committee and Coordinator. He extended the Committee's appreciation to all city departments. He also reported that the duties of Asst. Coordinator have been assumed by Mrs. Elizabeth Joiner, all questions, and or problems should be referred to Mrs. Joiner. Mr. Wyner Spencer, of the War Memorial, will work with Mrs. Joiner, and stand ready to assume these duties when called upon.

A discussion period was held concerning the Training Program. Goals were clarified and suggestions made. Overall response has been good, but there are still some improvements to be made, in both contents and structer.

Maintance Planning

A brief discussion was held on the need for input to the Arts and Planning Commissions reguarding maintance requirement in new or remolded building. Mr. Brown discribed problems in the new hospital where maintance had not been considered. Doorways too narrow to permit passage of floor cleaning equipment, restrooms without necessary fixtures, inadequate storeage and utillity areas. A decision was made to form a Sub-Committee to make initial contract with the Art and Planning Commissions.

Miscellaneous Items

Mr. Berkley announced that permanate files have been setup. They are located at the Main Library for access, contact the Janitorial department.

Mr. George Cooney of the Muni Railway announced that the demostration of the "Brute" Steam Cleaner had been postponed and will now be held at 9:30 am, June 19th at the Presidio Car Barn.

Annual assessments were paid by:

Audrie Brown	$12.00
Norris Coleman - balance of	6.00
James Sullivan - balance of	6.00
William Etchison	12.00

AGENDA - JULY 16, 1975

Open Session, Invitation to department heads
Sub-Committees
Maintance Planning, continued

Meeting ajourned at 12:30 am. Next meeting to be held July 16, 1975 at 10:00 am, Laguna Honda Hospital.

COMMITTEE MEMBERS PRESENT JUNE 18, 1975

Maurice Jones	General Hospital
Audrie Brown	General Hospital
Elizabeth Joiner	Library
Bob Levy	Purchasing
Wyner Spencer	War Memorial
George Cooney	Municipal Railway
William Gutierrez	Hall of Justice
Jack Hughes	School Department
Joe Hill	Laguna Honda Hospital
Clenny Thierry	Airport
Luis Ruiz	De Young Museum
James Sullivan	City Hall
Norris Coleman	Academy of Science
George Burkett (Guest Member)	Purchasing Department

COMMITTEE MEMBERS NOT PRESENT

Thomas Anderson (vacation)	Juvenile Court
George Berkley	Laguna Honda Hospital
Chris Christenson	Municipal Railway

Respectfully submitted,

Elizabeth Joiner
Recording Secretary

S.F.

EXECUTIVE COMMITTEE FOR STANDARDIZATION

OF JANITORIAL PRODUCTS AND EQUIPMENT

Minutes July 16, 1975

The regular meeting of the Executive Committee was called to order at 10:45 am, July 16, 1975, Clenny Thierry presiding.

Minutes of the Meeting of June 18, 1975 were read and approved.

First Order Of Business

Mr. Thierry introduced Mr. William Denevi to the Committee. Committee members introduced themselves and welcomed Mr. Denevi. Mr. Denevi is Chief Engineer at the Academy of Sciences.

Purchasing Department

Mr. Bob Levy reported that the Contract on the floor finish has been awarded to Universal Labortories, U.L. 267.

Short term tests run on Vestal "1776" U.L. 267 and "Safe and Brite" disclosed that the products were acceptable. The Executive Committee, as an advisory body to the Purchasing Dept., concluded that all testing of Metal Links Finishes, in the month of June be void. Vendor's that supplies the required amount of sample floor finish will be accepted untill further tesing has been completed to eliminate products that fail to meet standards.

Soap contract expires November 1975. Testing has begun on germicial detergents. Two types of wax strippers will be tested: 1) powdered heavy duty; 2) liquid concentrate.

Mr. William Gutierrez reported on results of tests on Germicial detergent, By-Quatiproduct of By-Tech Lab. Results were acceptable, rating good.

A motion was made by Tom Anderson and seconded by Jack Huges, that the report be accepted and By-Quat be added to list of acceptable products. It was so moved.

New items if any, for the soap contract should be brought up at the meeting on August 20th. Members having questions or problems concerning items now on soap contract are urged to bring them to the next meeting also. Mr. Levy would like information regarding estimated amounts needed by all departments. Of special concern is item 603 Ajax cleanser in 125 lb drum, (should it remain on contract?).

Treasurer's Report

Mr. George Cooney, Treasurer reported that he has received from Mr. Chris Christenson all monies and records. A account has been opened for the Committee by Mr. Cooney at the Laural Heights branch of the United California Bank. Account is under the title "Janitorial Executive Committee". All checks to the Committee must use this title.

Balance as of July 10, 1975, was $106.87. Bank charges totaled $3.50, for 200 checks, no other fees are required. Persons authorized to sign checks are Mr. George Cooney, Tresurer, and Mrs. Elizabeth Joiner, Recording Secretary.

Education Committee

Elizabeth Joiner, Assistance Coordinator reported that classes are running smoothly, however, attendance at night class is down. This is due in part to requirements of some departments that vacations be taken during months of July and August. Due to state requrements enrollments must be maintained at a min. of 20 students per session, or course will be cancelled. If night class is cancelled night workers must attend day classes. This will work further hardships on workers and departments. It is suggested that all departments make an effort to send their night personnel as soon as possible to avoid further inconvenience. All employees may attend regardless of status. Class is also open to General Public. For further information call Elizabeth Joiner at 558-4674.

Miscellaneous Items

Demostration was held prior to start of meeting by Colberg Supply, of a new type of floor buffer "Cimex" anyone who missed this demostration may contact Bob Kipp at Colberg Supply for information.

Annual dues were paid by: Clenny Thierry - $12.00 and Elizabeth Joiner - balance of $6.00.

Agenda - August 20, 1975

Purchasing Department
Sub Committee Reports
Disscussion, Labor - Management Relations
Maintenance Planning

COMMITTEE MEMBERS PRESENT

Elizabeth Joiner	Public Library
Bob Levy	Purchasing
George Cooney	Muni Railway
William Gutierrez	Hall of Justice
Jack Huges	School Department
Joe Hill	Laguna Honda Hospital
Clenny Thierry	Airport
Luis Ruiz	De Young Museum
James Sullivan	City Hall
Norris Coleman	Academy of Science
Thomas Anderson	Juvenile Court

COMMITTEE MEMBERS NOT PRESENT

James Berkley	General Hospital
Maurice Jones	General Hospital
Audrie Brown (vacation)	General Hospital
Wyner Spencer (vacation)	War Memorial
William Etchison	Laguna Honda Hospital
George Berkley	Laguna Honda Hospital
Chris Christenson	Muni Railway
Moses Byes (vacation)	City College

Respectfully submitted,

ELIZABETH JOINER
Recording Secretary

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EXECUTIVE COMMITTEE FOR STANDIZATION

OF JANITORIAL PRODUCTS AND EQUIPMENT

MINUTES OF AUGUST 20, 1975

The regular meeting of the Executive Committee was called to order August 20, 1975, 10:00 A.M. at Laguna Honda Hospital, James Berkley presiding.

Minutes of the meeting of July 16th were read and approved.

First Order of Business

Mr. Lorin Vogel, representive of Crown Zellerback demostrated new types of paper towel and toilet tissue dispensers, that use roll type of paper products.

A brief discussion period followed the demostration reguarding the projected savings by coverting from the leaf type paper products to the roll type. Estimated savings were 20% to 50% in costs.

Purchasing Department

Mr. Bob Levy, of Purchasing Dept., distributed copies of contract proposal #93421, Soaps, Detergents, etc! Items discussed and action taken:

ITEM 200, stripper for Metal Interlock Floor Finish, testing to be started with Universal Labs Product.

ITEM 603, scouring powder, Ajax in 125 lb. drum removed from contract.

ITEM 619, Neutro Jell, 30 gal. drum removed from contract. "NOTE" Item still available in 5 - 16 - and 55 gal. containers.

ITEM 592, detergent, sanitizer, concentrated quaternary ammonia type added to contract in 1 gal. plastic bottles and 55 gal. drums. "NOTE" The Executive Committee recommends this product be used at proper dilution ratio. "If it leaves a sticky residue on cleaned surface, you are using too strong a solution."

Mr. Levy recommends that if you are planning to order Black Metal Dust Pans, order the White product from the "Janitorial Contract" item #830 present cost is approximately $1.00 each.

Samples of Westair, rest room deo., product of West Chemical Products were distributed for testing purposes. Interested parties should contact Mr. Nielson, phone number 808-0171, West Chemcial Products, 1490 - 66th Ave., Oakland, California.

Janitorial Contract will be discussed at next meeting, Mr. Levy requests all members to present any information or questions on items in Janitorial Contract at that time. Of special interst is item #296, Pan Type Wet Mop.

Treasurers Report

Mr. George Cooney, Treasurer, reported that balance in Committee's account as of August 19, 1975 was $175.54.

A letter was read by Mr. Cooney from Mr. Chris Christenson expressing his regrets at his inability to full fill the duties of Treasurer, due to pressing job requirements. He will however, remain on the Committee and continue to support it.

Education Committee

Mrs. Elizabeth Joiner, Assistant Coordinator, reported that a new film "Bacteria Control Through Equipment Cleanliness" has been approved by the Education Committee and will be added to the current custodial training course.

Miscellaneous Items

Mr. George Berkley, Assistant Administrator of Laguna Honda Hospital, reported that Mr. William Etchison is home from the hospital and plans on returning to work soon. We all look forward to seeing him at our next meeting.

Mr. Berkley also spoke of the current Police and Fire fighters strike, and how it may affect other city departments. He suggested all supervisors be prepared in the event a picket lines were placed at their facilities.

Agenda - September 17, 1975

Purchasing Department
Sub Committee Reports
Discussion: Labor, Mangement Equipment and Planning.

Meeting was adjourned at 12:30 P.M. Next meeting will be held September 17, at 10:00 A.M., at Laguna Honda Hospital.

COMMITTEE MEMEBERS PRESENT

Elizabeth Joiner	Public Library
Bob Levy	Purchasing Department
George Conney	Muni Railway
Jack Huges	School Department
Joe Hill	Laguna Honda Hospital
Clenny Thierry	Airport
Luis Ruiz	De Young Museum
Thomas Anderson	Juvenile Court
James Berkley	General Hospital
Wyner Spencer	War Memorial
George Berkley	Laguna Honda Hospital

Executive Committee for Standization
of Janitorial Products and Equipment

August 20, 1975

COMMITTEE MEMBERS NOT PRESENT

Maurice Jones	General Hospital
Audrie Brown	General Hospital
William Etchison	Laguna Honda Hospital
Chris Christenson	Muni Railway
Mose Byes	City College
James Sullivan	City Hall
William Gutierrez	Hall of Justice
Norris Coleman (vacation)	California Academy of Science

Respectfully submitted,

ELIZABETH JOINER
Recording Secretary

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EXECUTIVE COMMITTEE FOR STANDIZATION OF JANITORIAL PRODUCTS AND EQUIPMENT

Minutes

September 17, 1975

The regular meeting of the Executive Committee was called to order September 17, 1975, at 10:00 A.M. at Laguna Honda Hospital, James Berkley presiding.

Minutes of the meeting of August 20, 1975 were read and approved.

First Order of Business

Mr. Wayne Elwood, Western Territory Manager of Georgia Pacific, demostrated the "Cormatic" dispensers for roll type paper products.

A discussion period followed comparing the Georgia Pacific product with those of Crown Zellerback, demostrated at last month's meeting. It was the consencus of the Committee that the Georgia Pacific, "Cormatic" was the superior of the two brands of dispensers. This was based on the Stainless Steel Construction and simplicity of design. It should be noted, that while dispensers are cost free they are designed to accept only the products manufactured by their company.

Purchasing Department

Mr. Bob Levy, of the Purchasing Department, distributed copies of Advance floor Machine Co's new catalog. Samples of "Shopwipe" a non woven towel, manufactured by Peerless, Wiping Material Co. were also distributed by Mr. Levy. All members are requested to bring copies of Janitorial Cont. to the next meeting.

Liquids Committee

Mr. Audrie Brown, Chairman, discussed at some lenght with Mr. Levy and the rest of the Committee, problems that evolved during the testing of the floor finishes. (Contract was awarded to Universal Lab. "Safe-N-Brite". This product as well as being the low bidder has also been rated as "acceptable" by the Committee.)

It was determined by the Committee that new testing procedures should be formated. Current specifications for testing date back to 1970.

A motion was made by Mr. William Gutierrez and seconded by Mr. Thomas Anderson, that a special meeting should be held on October 1, 1975. At this time testing procedures of floor finishes will be revised.

Educational Committee

Mr. Jame Berkley, announced that the night sessions of the Custodial Training course have been discontinued for the remainder of 1975. Schedule for 1976 will be announced at a later date.

Miscellanious Items

Congradulations are due Mr. William Etchison upon receiving his permanant appointment as Assistant Supervisor of Janitorial Services at the San Francisco International Airport.

Agenda - October 15, 1975

Purchasing Department
Janitorial Contract
Budget
Sub Committee Reports

The meeting was adjourned at 12:30 P.M. The next meeting to be held October 15, 1975 at 10:00 A.M. at Laguna Honda Hospital.

COMMITTEE MEMBERS PRESENT

Elizabeth Joiner	Public Library
Bob Levy	Purchasing Departement
George Cooney	Muni Railway
Joe Hill	Laguna Honda Hospital
Thomas Anderson	Juvenile Court
Jame Berkley	General Hospital
George Berkley	Laguna Honda Hospital
Maurice Jones	General Hospital
Audrie Brown	General Hospital
William Gutierrez	Hall of Justice
William Etchison	Airport

COMMITTEE MEMBERS NOT PRESENT

Jack Huges	School Department
Clenny Thierry	Airport
Luis Ruiz	De Young Museum
Wyner Spencer	War Memorial
Chris Christenson	Muni Railway
Mose Byes	City College
James Sullivan (vacation)	City Hall D.P.W.
Norris Coleman	California Academy of Science

Respectfully submitted,

Elizabeth Joiner
Recording Secretary

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EXECUTIVE COMMITTEE FOR STANDIZATION

OF JANITORIAL PRODUCTS AND EQUIPMENT

SPECIAL COMMITTEE MEETING

Minutes

October 1, 1975

The Special called meeting of the Executive Committee was called to order on October 1, 1975, at 10:05 A.M. at Laguna Honda Hospital, James Berkley presiding.

First Order of Business

Re-evaluation of current testing procedures of floor finishes.

A letter was read by Mr. Maurice Jones, Assistant General Service Manager of General Hospital, from Mr. Audrie Brown, Chairman of the Liquids Committee. Mr. Brown stated that due to pressing business envolving the opening of the new hospital, he would have to resign as Chairman of the Liquids Committee. He will however remain active on the Committee and assist the new Chairman.

Mr. Wyner Spencer, Janitor Foreman of the War Memorial was appointed by the Committee to serve as the new Chairman. Other members of the Committee are: Mr. Audrie Brown, Mr. William Gutierrez, Mr. Luis Ruiz, Mr. George Cooney, and Mr. Clenny Thierry.

All materials pretaining to the Liquids Committee were turned over to Mr. Wyner Spencer. Mr. Spencer will report back to the Committee with a outline for updating testing procedures at the next general meetings, October 15, 1975.

A motion was made by Mr. Thomas Anderson and seconded by Mr. George Berkley that training sessions be started for all committee members, in the procedures for testing floor finishes. It was so moved.

Motion by Mr. William Gutierrez and seconded by Wyner Spencer that two sets of scales and shot bags be purchased by the Committee for testing purposes, it was so moved.

The Committee directed Mr. Spencer, Chairman to contact distributors for price of said items and present bill at the next meeting.

The meeting was ajourned at 11:30 A.M. The regular meeting will be held October 15, 1975, at 10:00 A.M. at Laguna Honda Hospital.

COMMITTEE MEMBERS PRESENT

James Berkley	General Hospital
George Berkley	Laguna Honda Hospital
George Cooney	Municipal Railway
Bob Levy	Purchasing Department

Thomas Anderson	Juvenile Court
William Etchison	Airport
James Sullivan	City Hall D.P.W.
Wyner Spencer	War Memorial
Joseph Hill	Laguna Honda Hospital
Luis Ruiz	De Young Museum
William Gutierrez	Hall of Justice
Maurice Jones	General Hospital
Elizabeth Joiner	Public Library
Norris Coleman	California Academy of Science

Respectfully submitted,

Elizabeth Joiner
Recording Secretary

EXECUTIVE COMMITTEE FOR STANDIZATION
OF JANITORIAL PRODUCTS AND EQUIPMENT

MINUTES OF OCTOBER 15, 1975

The regular meeting of the Executive Committee was called to order October 15, 1975 at 10:00 A.M. at Laguna Honda Hospital, James Berkley presiding.

Minutes of the meetings of September 17, and those of October 1, were read and approved.

FIRST ORDER OF BUSINESS

Purchasing Department

Mr. Bob Levy of Purchasing reported that he has received approximately eleven (11) samples of stripper, and testing may begin.

Janitorial Contract items were discussed and actions taken.
Item #310 - Mop handles - wording added discribing spring type clamp.
Item #325, 350 - Rags, white and colored, changed from Federal Specifications to State. (Resulting in higher grade of rags.)
Item #340 - Squeeges - Metal parts to be of brass.
Item # 641 - Toilet deoderant block with wire hanger removed from contract by Committee action motion made by Mr. Mose Byes, seconded by Thomas Anderson, moved by Committee. (wire hangers have caused stoppage in toilets)

SUB COMMITTEE REPORTS

Liquids Committee

Mr. Wyner Spencer, Chairman, announced that testing of Strippers will start on Thursday, October 23, 9:00 A.M. at the War Memorial. All members of the Liquids Committee will attend. All members of the Executive Committee are invited.

Purchase of Scales and Shot bags, for testing of floor finishes is pending.

Equipment Committee

Mr. Mose Byes, Chairman, reported on problems incountered in testing of Equipment. A full report on Equipment tested, will be made at the next meeting.

Educational Committee

Mr. James Berkley, reported on the results of the meeting with Mr. Miller, Assistant Chief Administrator and members of his staff. Present at the meeting were, James Berkley, William Gutierrez and Elizabeth Joiner, of the Educational Committee. Results of the meeting were: Assurance of the Custodial Training Program as an on-going program.

A represenative of the Chief Administrators office will contact Civil Service to: (A) establish - Training requirement during probationary period of entrance level, Janitors, Janitress, Custodians, and Porters. (B) Establish - requirements on promotional level, possesion of Certificate from Custodial Training program, in addition to experiance requirement.

At Mr. Miller's request, to begin work on setting up a program to train first line supervisors, in Supervision and Training skills.

Plans formulated to develop a Training Officer Classification, whereby a highly trained group of instructors would give on the job training rotating within the City's Janitorial Departments.

Mr. Berkley also informed the Committee that the State University of San Francisco, has requested the services of the Custodial Training Program. Custodians of the University will attend classes on campus, January 19 thru 22. Classes are open to the General Public, hours are 8:00 A.M. to 4:00 P.M., and 4:00 P.M. to 12 midnight. All instructors will teach, during this four day period.

Treasurer's Report

Mr. George Cooney, Treasurer, reported that Committee's balance as of September 30, 1975 was $175.54. Monies due:

Mr. George Cooney	$6.00
Mr. George Berkley	6.00
Mr. Chris Christenson	6.00

Annual dues paid:

Mr. Mose Byes	$12.00

Expenses incured - $2.30 (account books).

Miscellaneous Items

Christmas Meeting and Luncheon

A motion was made by Mr. Thomas Anderson and seconded by Mr. Wyner Spencer that, Mr. George Cooney, be directed to locate site for annual Lunheon. Motion passed, Mr. Cooney is so directed.

Motion by Mr. William Gutierrez and seconded by Mr. Joseph Hill that, the date for annual Luncheon be changed from Wednesday, December 17, to Friday, December 19. It was so moved.

Location and time of annual Christmas meeting and Luncheon to be announced at next meeting.

Sub Foreman's Pay Rate

Mr. Thomas Anderson, reported to the Committee the results of a meeting with the Civil Service Commission. Requested by the Union is a rate of 7 1/2% above that of Janitor. The Civil Service Commission was sympathetic and agreeded that some ajustment should be made, however, no decision can be made until the outcome of Pro "B" is determined in the November election.

Recent Wedding

Congradulations to Mr. Thomas Anderson upon his recent marriage. Mr. Anderson extended an invitation to all Committee members, to his wedding reception to be held October 18, 1975.

AGENDA - NOVEMBER 19, 1975

Open meeting.

The meeting ajoured at 11:50 A.M. The next meeting to be held November 19, 1975, 10:00 A.M. at San Francisco Public Library, Lurie Room, first floor, Main Library.

COMMITTEE MEMBERS PRESENT

Elizabeth Joiner	Public Library
Bob Levy	Purchasing Department
George Cooney	Municipal Railway
Joe Hill	Laguna Honda Hospital
Thomas Anderson	Juvenile Court
William Gutierrez	Hall of Justice
Luis Ruiz	De Young Museum
Wyner Spencer	War Memorial
Mose Byes	City College
James Berkley	S.F. General Hospital
James Sullivan	City Hall, D.P.W.

COMMITTEE MEMBERS NOT PRESENT

George Berkley	Laguna Honda Hospital
Maurice Jones	General Hospital
Audrie Brown	General Hospital
William Etchison	Airport
Jack Huges (vacation)	School Department
Clenny Thierry	Airport
Chris Christenson	Municipal Railway
Norris Coleman	California Academy of Science

Respectfully submitted,

Elizabeth Joiner
Recording Secretary

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EXECUTIVE COMMITTEE FOR STANDIZATION

OF JANITORIAL PRODUCTS AND EQUIPMENT

Minutes

November 19, 1975

The regular meeting of the Executive Committee was called to order November 19, 1975 at 10:00 A.M., in the Lurie Room of the Main Library, Thomas Anderson presiding.

Minutes of the meeting of October 15th were read and approved, with correction in Treasurer's Report.

Treasurer's Report

Mr. George Cooney, Treasurer, reported that the balance in the Treasury as of November 1st, was $209.24. A check in the amount of $25.00, deposit for Christmas Luncheon, was draffed, leaving a current balance of $184.24.

Christmas meeting and luncheon will be held in the Garden Room at Castle Lanes, noon, December 19th. Notices will be mailed to all members.

Mr. Cooney suggested that arrangements be made in September each year, as most of the banquet rooms had been booked by October.

A motion was made by Mr. Spencer and seconded by Mr. Sullivan that the Treasurer's Report be accepted and luncheon arrangements be approved. It was so moved.

Liquids Committee

Mr. Wyner Spencer reported on the results of products tested, October 23, 1975, at the War Memorial Building.

Products tested and found acceptable:

Strippers Liquid

B.T.C. 401, Heavy duty cleaner - By Tec. Chemical
Non Ammoniated Stripper - Masury Columbia
El Cid - Colberg Chemical
Step Off - Johnson Products

Strippers Powered

Kleen Nap #205 - Pioneer Soap Co.
EXSL - Colberg Chemical Co.

Floor Cleaners

Neutro Jell - Selig Chemical
Aldrain - Colberg Chemical Co.

Disinfectant Detergents

By Quat - By Tech. Chemical
Quatrine - Hockwald Chemical

All other products tested were found unacceptable.

Mr. Spencer informed the Committee of continuing difficulty in locating floor finish test equipment. A possible solution was offered by Mr. Sullivan, in that we make our own using a booklet offered by the State Department with instructions on how to make the equipment.

A motion was made by Mr. Sullivan and seconded by Mr. Cooney that the results of testing be approved and that the forms designed by Mr. Spencer become the standard. It was so moved.

Equipment Committee

Reports on testing of upright commerical vacuums were made by Mr. Anderson and Mrs. Joiner. Testing period was one to three months at work sites, under normal use conditions.

Judged acceptable:

Pacific - Pacific Manufactoring Co.
Hoover, 918 - The Hoover Vacuum Cleaner Co.
Federal, Eagle - Colberg Supplies

Unacceptable:

Clark 500 - Easterday Supplies

Educational Committee

Elizabeth Joiner reported that the Training Program for 1975 has been completed. The Spring - 1976 term will start January 28th, at General Hospital - Ward 74, Room 413. Classes will be held Wednesdays from 12:00 noon to 8:00 P.M.

The new schedule is designed to accommodate all shifts and all departments. This program is an ongoing program for probationary employees and those few remaining that have not as yet attended.

Letters and schedules will be sent to all City Departments prior to the start of the new term.

Miscellaneous Items

A new Sub Committee on By-Laws has been formed. Members are: Mr. Thomas Anderson, Mr. George Cooney, Mr. James Berkley and Mr. George Berkley. A report will be made at the next meeting.

A motion was made by Mr. James Sullivan and seconded by Mr. Wyner Spencer that the secretary give suitable tokens of gratitude to the person or persons who have assisted with committees correspondence. It was so moved. Mrs. Joiner is so directed.

A motion was made by Mr. Anderson and seconded by Mr. Sullivan that all Committee Chairpersons turn in any reports that have not as yet been received, at the December meeting. It was so moved. Committee Chairpersons are so directed.

AGENDA - DECEMBER 19, 1975

Election and Installation of officers.
Luncheon

Meeting ajourned at 11:45 A.M., next meeting December 19, 1975, 12:00 noon at Castle Lanes Garden Room, 1750 Geneva Avenue.

COMMITTEE MEMBERS PRESENT

Elizabeth Joiner	Public Library
George Cooney	Municipal Railway
Joe Hill	Laguna Honda Hospital
Thomas Anderson	Juvenile Court
Luis Ruiz	De Young Museum
Wyner Spencer	War Memorial
James Sullivan	City Hall, Department of Public Works
Special Guest - Mr. John Lowe	Public Library

Respectfully submitted,

Elizabeth Joiner
Recording Secretary

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EXECUTIVE COMMITTEE FOR STANDIZATION

OF JANITORIAL PRODUCTS AND EQUIPMENT

Minutes

December 17, 1975

The regular meeting of the Executive Committee was called to order at 12:30 P.M., December 17, 1975 at the Castle Lanes Garden Room, James Berkley presiding.

Minutes of the meeting of November 19, 1975 were read and approved.

Frist Order Of Business

Discussion of Equipment Committee's report on Vacuum cleaners. Testing done to date has been on single motor uprights, further testing will be held on larger two motor type upright vacuums. It was noted that Clark 500 vacuums will be tested again at a later date, when design faults are corrected. Faults noted in report were excessive wear of brushes, slippage of belt, stoppage in top fill tubing, inlargement of handle bore hole, brush ajustments, excessive costs for parts and repair. Down time twice, that of other models tested.

By Laws

Mr. James Berkley announced that a Committee consisting of Thomas Anderson, George Cooney, George Berkley and himself have drawn up a set of By-Laws for the Executive Committee. Copies will be mailed to all members prior to the January Meeting. All members are asked to study the proposed By-Laws for discussion and voting at the January meeting.

A motion was made by Mr. James Berkley that Elizabeth Joiner be accorded recognition for her conributions to the Committee by making her a permanent member with all rights and privileges. Motion was seconded by James Sullivan and was so moved.

*NOTE: Full membership is normally accorded to department heads, or the person responsible for ordering of supplies in their respective department.

Officers for 1975 expressed their graditude to all members for their support of the Committee and contributions to it.

Election Of Officers

Officers elected to serve in 1976 are:

Chairman - Thomas Anderson
Co-Chairman - Wyner Spencer
Treasurer - George Cooney
Recording Secretary - Elizabeth Joiner

Congratulations to the new officers..

Miscellaneous Items

Mr. George Berkley was honored at the luncheon following the general meeting. One of the founders of the Executive Committee and a strong supporter of it, Mr. Berkley has moved up and out of the Janitorial Classification. As the Assistant Administrator of Laguna Honda Hospital, George will no longer be able to take an active part in the Committee. He will, however, maintain his membership and support of it. Congratulations George, you deserve it.

Meeting ajourned at 1:30 P.M. Next meeting 10:00 A.M. at Laguna Honda Hospital, January 21, 1976.

Agenda - January 21, 1976

Installation of new offices

Sub-Committee reports

By-Laws

COMMITTEE MEMBERS PRESENT

Elizabeth Joiner	Public Library
George Cooney	Muni Railway
Joe Hill	Laguna Honda Hospital
Thomas Anderson	Juvenile Court
Luis Ruiz	DeYoung Museum
Wyner Spencer	War Memorial
James Sullivan	City Hall
Moses Byes	City College
Audrie Brown	General Hospital
George Berkley	Laguna Honda Hospital
James Berkley	General Hospital
Bob Levy	Purchasing Department
Norris Coleman	Academy of Science
Maurice Jones	General Hospital
Jack Huges	School Department

Respectfully submitted,

Elizabeth Joiner
Recording Secretary

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EXECUTIVE COMMITTEE FOR STANDARDIZATION

OF JANITORIAL PRODUCTS AND EQUIPMENT

Minutes — January 21, 1976

The regular meeting of the Executive Committee was called to order at 10:00 A.M. January 21, 1976, at Laguna Honda Hospital, Thomas Anderson presiding.

Minutes of the meeting of December 17, 1975 were read and approved.

First Order Of Business

The new officer for 1976 were installed, these officers are:

Chairman - Thomas Anderson
Vice Chairman - Wyner Spencer
Treasurer - George Cooney
Recording Secretary - Elizabeth Joiner

Treasurers Report

Mr. George Cooney, Treasurer, reported on all expenses incurred in 1975. (See itemized Treasurer's Report attached.) Checking account with United Bank of California required new signature cards be signed by officers authorized to sign checks for the Committee, these may be signed by any two of the following officers, Chairman, Treasurer or Secretary.

Motion was made by Mr. Jack Huges and seconded by Mr. Joe Hill that the Treasurer's Report be accepted. It was so moved.

Sub Committees

Mr. Thomas Anderson, Chairman, announced that the following persons are designated to serve as Sub Committee Chairmen in 1976.

Liquid Committee - Mr. Wyner Spencer
Equipment Committee - Mr. James Berkley
Education Committee - Mr. William Etchison
By-Laws Committee - Mr. Audrie Brown

A new Committee of one has also been formed. This Committee consisting of Mr. Bob Levy of Purchasing, will act as the representative of the Executive Committee. He will in this capacity seek out and bring into the Committee qualifing persons, as new members. This Committee shall be called Representative Committee. Mrs. Joiner, Secretary, is instructed to supply Mr. Levy with a list of the Departments and persons to be contacted.

Mr. Anderson instructed all Sub Committee Chairmen to hold a meeting prior to the February 18th meeting of the Executive Committee. At this meeting they are requested to design a evaluation form that may be used

as a standard form in testing products or equipment. This form should be presented to the Executive Committee at its next meeting.

Outgoing Sub Committee Chairmen of 1975 are asked to bring to the February meeting any materials they have that they may be turned over to the new Sub Committee Chairmen.

Purchasing Department

Mr. Bob Levy distributed copies of Soap Contract 83421, Janitorial Supplies Contract 83036, Witt waste container catalog and White equipment catalog. Mr. Levy called attention to item 630 Deodorant, spray cans, previously on hospital contract, now on Janitorial Contract 83036. New contracts call for pick up on all orders under $100.00.

Mr. Levy requested that Committees set the following testing priorityes. Equipment Committee, dispensers-all types, Liquids Committee, Shampoos and detergents for high presser cleaners. Mr. Levy requests that all departments in the process of changing from flat towel type dispensers to roll type, not dispose of old dispensers. The flat type dispensers are still used by many departments and may be reissued to them at no additional cost to departments or the City.

A new type Lobby brush #item 62, Empire Co. is to be tested at the International Airport, unit price is $2.25.

Educational Committee

Elizabeth Joiner, Coordinator, reported that the classes for 1976 will start on January 28th. Schedules have been sent to all departments. Mrs. Joiner requests that all department heads complete these forms and return them to her so that scheduling may be completed. Classes held at San Francisco State have been completed, with 97 students attending the four day, 28 hours of classroom study. Mr. Byrd, Chief Custodian, and Mr. Gardner, Training Officer reported that they were very pleased with the course. Both the content and the instructors presentations. As a result, San Francisco State will continue to send all new Custodians to the classes held at S.F. General Hospital.

Miscellanous Items

A card was received from Mr. George Berkley expressing his pleasure at being honored at our Christmas Luncheon.

Congradulations are due to Mr. Mose Byes upon receiving his permanent appointment as General Service Manager at Laguna Honda Hospital and to Mr. Joseph Hill upon his promotion to General Foreman at Laguna Honda Hospital.

A speedy recovery is wished to Mr. Maurice Jones in the hospital and Mr. William Etchison who has also been hospitalized.

AGENDA - 1976

February 18, 1976

Sub Committee Reports
Demostration on floor Finish Testing Technic

March 17, 1976

Sub Committee Reports
Guest speaker

April 21, 1976

Sub Committee Reports
Discussion on labor, management relations and inflation

May 19, 1976

Guest speaker
Sub Committee Reports
Educational Committee (New Program)

June 16, 1976

Assessments, 2nd half due
Discussion of products, employees use of products
Problem with suppliers
Managements approach to new materials and modern methods
Invitation to lst line supervisors

July 21, 1976

Open session
Sub Committee Reports
Invitation to department heads

August 18, 1976

Sub Committee Reports
Open Session

September 15, 1976

Budget items
Recommendations from Equipment Committee
Plan for installation luncheon

October 20, 1976

Guest speaker - Mr. George Berkley
Sub Committee Reports
Budget

November 17, 1976

All Sub Committee Reports turned in for year.

December

Installation of new officers
Luncheon

Meeting was adjourned at 12:20 P.M. Next meeting at 10:00 A.M. Laguna Honda Hospital, February 18, 1976.

Agenda - February 18, 1976

Demostration of floor finish testing technic.
Sub Committee Reports.

COMMITTEE MEMBERS PRESENT

Elizabeth Joiner	Public Library
George Cooney	Municipal Railway
Joe Hill	Laguna Honda Hospital
Thomas Anderson	Juvenile Court
Wyner Spencer	War Memorial
Moses Byes	Laguna Honda Hospital
James Berkley	General Hospital
Bob Levy	Purchasing Department
Norris Coleman	Academy of Science
Jack Huges	School Department

Respectfully submitted,

ELIZABETH JOINER
Recording Secretary

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EXECUTIVE COMMITTEE FOR STANDARDIZATION OF JANITORIAL PRODUCTS AND EQUIPMENT

Minutes

February 18, 1976

The regular meeting of the Executive Committee was called to order at 10:00 a.m., February 18, 1976 at Laguna Honda Hospital, Thomas Anderson presiding.

Minutes of January 21, 1976 meetings were read and approved.

First Order Of Business

New members, Robert Sayles of City College, and John Green of the Civic Auditorium were introduced. The purpose and function of the Committee was explained by Mr. Anderson. The Committee welcomes the new members.

Treasurer's Report

Mr. George Conney, Treasurer, reported that the balance in the Committee's account as of February 11, 1976 was $63.39. Balance of $37.82 due on scales and shot bags, purchased from Sanatoria Supply has been paid in full.

Purchasing Department

Mr. Bob Levy of Purchasing made the following announcement:
"Departments switching from C-fold Paper Towels to roll towels may deliver surplus towel dispensers to Central Warehouse. Make prior arrangements with Adrian Carignani, 558-3727. Departments desiring free, used-C-fold towel dispensers may call Mr. Carignani to arrange pick-up if available".

Mr. Levy distributed copies of the new list of items tested and ratings given by the Committee for Standardization. The new list includes both products and equipment. For additional copies please contact Mrs. Joiner, Secretary. A motion was made by Mr. Jack Huges and seconded by Mrs. Joiner that the new list be approved by the Committee. It was so moved. The new list of acceptable products and equipment replaces any previous list.

Janitorial contract 83036, distributors of mop handles #260 will deliver orders of $50.00 (2 doz.).

Samples of Glo-Brite, Bowl Cleaner were given to Mr. Norris Coleman of the Liquids Committee for testing.

Equipment Committee

Mr. James Berkley stated that due to pressing work related duties he would be unable to chair the Equipment Committee. Mr. Joseph Hill will head this Sub-Committee in his stead. A report will be presented at the next meeting.

Liquids Committee

Mr. Wyner Spencer reported on testing done on "Top Floor" by Marimac Chemical Co. Finish was rated acceptable.

By Laws Committee

Mr. Thomas Anderson announced that the By Laws Committee is still at work revising the By Laws. Mr. George Cooney made a motion that the By Laws be accepted in their present form, with the stipulation that the necessary revisions be made and presented to the Committee for approval by the March meeting. The motion was seconded by Elizabeth Joiner, and was so moved.

Miscellaneous Items

The Executive Committee recomends that Liquid Hand soap be cut 50/50 with water. This will prevent clogging and stoppage of dispensers, as well as providing an economy measure.

Mr. Norris Coleman, of the Academy of Science, has offered the use of his facility, complete with a tour, for our April meeting. All members are requested to make a special effort to attend.

Mr. James Berkley spoke on the benefits gained from attending Seminars on various cleaning materials and methods. He urged greater attendance by members of the Committee.

AGENDA - MARCH 17, 1976

Guest speaker
Sub Committee Reports

The meeting adjourned at 11:45 A.M. Next meeting to be held March 17, 1976, 10:00 A.M. at Laguna Honda Hospital.

COMMITTEE MEMBERS PRESENT

Thomas Anderson	Juvenile Court
Elizabeth Joiner	Library
George Cooney	Municipal Railway
James Berkley	General Hospital
Maurice Jones	General Hospital
Moses Byes	Laguna Honda Hospital
Jack Huges	School Department
Luis Ruiz	De Young Museum
Norris Coleman	Academy of Science
James Sullivan	City Hall
Wyner Spencer	War Memorial
Robert Sayles	City College
John Green	Civic Auditorium

COMMITTEE MEMBERS PRESENT (cont'd)

Robert Levy	Purchasing Department

Respectfully submitted,

ELIZABETH JOINER
Recording Secretary

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EXECUTIVE COMMITTEE FOR STANDARDIZATION

OF JANITORIAL PRODUCTS AND EQUIPMENT

Minutes — March 17, 1976

The regular meeting of the Executive Committee was called to order at 10:20 am, March 17, 1976 at Laguna Honda Hospital, Thomas Anderson presiding.

Minutes of February 18, were read, with correction made, item heading, "Purchasing Department" should read, sample of Glo-Brite given to "Wyner Spencer" of Liquids Committee for testing. Minutes approved with correction made.

First Oder of Business

Mr. Jerry Gerson of Paul Koss, demostrated "the Cleaf System" a soap leaf dispenser. It was noted that the soap leafs had not as yet received F.D.A. approval. Discussion, therefore was postponed untill City Purchasing could be consulted as to requirements by City reguarding F.D.A. approval.

Mr. Phil Thomas, of S.F. Port was introduced to the Committee. Purpose and function of the Committee was explained by Mr. Anderson. The Committee welcomes the new member, Mr. Phil Thomas.

Treasurer's Report

Mr. George Cooney, Treasurer, reported that new balance as of, March 10th was $68.93.

Dues having been paid in the amount of $24.00. Expenses paid $18.46, for letter head paper, rubber stamp.

By Laws Committee

By Laws are completed, they will be typed and presented to members for approval at the April meeting.

Educational Committee

Elizabeth Joiner, Coordinator, announced that the summer and fall schedules have been completed. Classes, will continue on Wednesdays, from 12:00 noon to 8:00 pm. Attendance has been excellent, all departments are cooperating fully.

Liquids Committee

Mr. Wyner Spencer, Chairman, presented two forms to be used for testing by the Liquids Committee. One will be used for the testing of floor finishes the second for testing of various types of liquids.

A motion was made by Mr. Gutierrez that the forms presented by Mr. Spencer be approved for use by the Liquids Committee. The motion was seconded by Mr. Spencer and was so moved.

Miscellaneous Items

A report was made by Mr. Anderson on the Seminar given on March 16th, by Diamond Co. and Warco Co. Seminar included demostrations of various cleaners and heavy duty equipment.

It is with deep regret that we report the passing of William Etchison. Mr. Etchison, one of the founders of this Committee died on April 1, 1976. Mr. Etchison was a past Chairman of this Committee, and Chairman of the Educational Committee. His position was that of Assistant Supervisor of Janitorial Services at San Francisco International Airport.

Agenda - April 21, 1976

Tour of the Academy of Science - 9:00 AM
Meeting at 10:00 AM, Guard will direct members.
Sub Committee Reports
By Laws
Guest speaker, Bomb Squad

The meeting adjourned at 12:00 noon. Next meeting to be held April 21st 1976, 10:00 AM at the California Academy of Science, Golden Gate Park.

COMMITTEE MEMBERS PRESENT

Thomas Anderson	Juvenile Court
Elizabeth Joiner	Library
George Cooney	Muni Railway
James Berkley	S.F. General Hospital
Maurice Jones	S.F. General Hospital
Moses Byes	Laguna Honda Hospital
Jack Huges	School Department
Norris Coleman	Academy of Science
James Sullivan	City Hall
Wyner Spencer	War Memorial
William Gutierrez	Hall of Justice
Joe Hill	Laguna Honda Hospital
Clenny Thierry	S.F. International Airport
Phil Thomas	S.F. Port

Respectfully submitted,

ELIZABETH JOINER
Recording Secretary

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EXECUTIVE COMMITTEE FOR STANDARDIZATION OF JANITORIAL PRODUCTS AND EQUIPMENT JULY 27,1976

Minutes

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The regular meeting of the Executive Committee was called to order at 10:10am July 27,1976 Thomas Anderson presiding.

Minutes of the meeting of June 16 were read and approved.

Treasures' Report

Mr. George Cooney Treasure, reminded all members that the second assesment would be due by the next meeting. Balance in account as of 7-27-76 was 106.93.

Purchasing Dept.

Mr. Thomas Anderson, reporting for Mr. George Lowenburg:

Mr. Lowenburg requests that all members, review soap contract for changes. Any additions or changes must be in by the Oct. 31st closing date. A question was raised reguarding Item 621 Soap Contract 83422, "Aldran" floor conditioner Aldran replaces "Netro Jell" on current contract, products are the same type of floor cleaner, both texture and odor are simular. Evaluation test completed by liquids committee 10-23-75,(ref. minutes of 11-19-75) rated Aldran, acceptable. Question, reguarding sealer, used primarily on conductive floors; sealers are no longer on contract. The new floor finishes are of such quality that sealer is no longer required on most floors. Departments requiring sealers may purchase on special orders.

Educational Committee

Mrs. Elizabeth Joiner, Coordinator, reported that the search for additional instructors has resulted in "One" qualified applicant. Requirements are: 1. At least 5 years in the citys' janitorial service, 2. Minimum of 2 years in supervisory classification, and 3. A written resume, submitted with application.

Liquids Committee

Testing is currently in process on "Wex Cide" disinfectant at both, Laguna Honda Hospital and S.F. General Hospital.

Discussion, Open Session

Requirements for membership, and selection of substitutes was discussed. All departments should have a substitute in the event of members illness, and or, vactions. This person must be in a supervisor position. Substitutes have no voting rights but may contribute information to the committee, function of substitutes is to report back to their department head all information received at the meetings.

Agenda August 18,1976

Sub Committee Reports

Guest speaker, Audrie Brown, discussion on seminar on Bomb Threats.

Minutes adjourned 11:40am.

Committee Members Present	
Thomas Anderson	Juvenile Court
Elizabeth Joiner	Library
George Cooney	Municipal Railways
Jack Huges	School Dept.
Joe Hill	Laguna Honda
Bert Babick	City College
Luis Rviz	De Young Museum
James Berkley	General Hospital

Respectfully Submitted
Elizabeth Joiner
Recording Secratary

BYLAWS

OF

THE EXECUTIVE COMMITTEE FOR THE STANDARDIZATION

OF

JANITORIAL PRODUCTS AND EQUIPMENT

ARTICLE I.

The name of this organization shall be;

The Executive Committee For The Standardization Of Janitorial Products And Equipment.

ARTICLE II.

PURPOSE

The purpose and the object of this organization shall be, to evaluate and to standardize all janitorial products and equipment for the use of all City and County of San Francisco Janitorial Departments.

ARTICLE III.

MEMBERSHIP

Section one.

(1) Membership is open to any janitorial supervisor, who is a department head in charge of any City and County of San Francisco Installation.

(2) This supervisor may at his discretion send a representative from his department, to represent that particular department; if the supervisor cannot for any reason attend a scheduled meeting. This representative must have a rank that is no lower than that of sub-foreman.

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EXECUTIVE COMMITTEE FOR STANDARDIZATION

OF JANITORIAL PRODUCTS AND EQUIPMENT

August 18, 1976

The regular meeting of the Executive Committee was called to order at 10:10 A.M., August 18, 1976, Mr. Thomas Anderson presiding.

Minutes of the meeting of July 27th were read and approved.

Treasurer's Report

Mr. George Cooney reported that the balance in account as of August 1st remained unchanged at $106.93.

Purchasing Department

Mr. Thomas Anderson reporting for Purchaser Mr. George Lowenburg:

The following items will no longer be on contract and may be purchased at large.

Item #34 - 3/4 oz. unwrapped toilet soap, 1000 per case.
Item #565 - Cleaning Compound, Toilet Solvent "TriamBowl Cleaner" 6 gal. per case.
Item # 592 - Detergent, all purpose, in 5 gal. containers for delivery to various locations S.F.U.S.D.
Item #602 - Scouring powder, free foaming, 48-14 oz. shaker cans per case.

The above listed items have been removed from contract for various reasons, S.F.U.S.D. (San Francisco Unified School District) one of the major purchasers of some items, now has its own purchasing department. Other items have either (1) not received competive bids, (2) have not been purchased in sufficient quality to warrent inclusion on contract.

Sub Committee Reports

By Laws Committee

By Laws Committee has completed thier task. Therefore, the Committee is disband. The members of the Executive Committee extend their graditude for a job well done. Members were: Mr. George Cooney, Chairman; Mr. Audrie Brown, Mr. Thomas Anderson, Mr. Moses Byes and Mr. James Sullivan.

Liquids Committee

Mr. Wyner Spencer, Chairman, reported that testing on disinfectants is still in progress. He also requested that the Purchasing Department aquire samples of various shampoos, so that testing may begin on these products. Shampoos will be included on Soap Contract, 1977-78.

Educational Committee

Mrs. Elizabeth Joiner, Coordinator, reported that there was some concern regarding some of the Non-Civil Service students' ability to understand English.

A meeting was held on this matter with Mr. Farhad Samii, Administrator, Civil Service College. The decision that was reached was that a test in English Proficeancy be given at the beginning of each session. Class enrollment will be contingent on passing this test. Permission will be required from the Chief Administrator's Office. Mr. Samii, will,upon receiving permission from the C.A.O. have his English Department design a test that is relavent to the course material. Mrs. Joiner will draft a letter to Mr. Miller, Assistant Chief Administrator requesting permission.

Old Business

Mr. Thomas Anderson read the letter that was sent to Mr. Audrie Brown asking him to appear as guest speaker. Mr. Brown expressed his regret at his inability to attend, due to shortages in Supervisory Personnel.

New Business

A Committee consisting of Mr. George Cooney, Mr. Luis Ruiz and Mrs. Elizabeth Joiner was formed to make the necessary arrangements for the annual Christmas Luncheon and installation of new officers.

Discussion Period

A discussion was held regarding the Seminar on Bomb Threats held by the S.F.P.D. The letter sent to the S.F.P.D. was read by Mr. Thomas Anderson. Mrs. Joiner was instructed to write a report on the seminar for all those who were unable to attend.

Announcements

Congradulations are extented to: Mr. Maurice Jones on his recent retirement and to Mr. William Gutierrez upon his permanent appointment as Assistant Supervisor of Janitorial Services at S.F. International Airport.

Agenda - September 15, 1976

Budget Items
Recommendations from Equipment Committee
Plan for Installation Luncheon
Sub Committee Reports

Meeting adjourned at 11:20 A.M.

COMMITTEE MEMBERS PRESENT

Thomas Anderson	Juvenile Court
Elizabeth Joiner	Library
George Cooney	Municipal Railway
Jack Huges	School Department
Joe Hill	Laguna Honda
Bert Babick	City College
Luis Ruiz	De Young Museum

William Gutierrez
Wyner Spencer

S.F. International Airport
War Memorial

Respectfully submitted,

ELIZABETH JOINER
Recording Secretary

BOMB THREATS

Report on the Bomb Threat Seminar presented by the E.O.D. Unit of the San Francisco Police Department.

Officers Boyd and Sivers of the E.O.D. Unit (Explosive Ordinance Disposal Unit) presented a very informative and interesting program.

Subject matters included: How to set up emergency plans, Searching techiques, Visual inspection of actual explosive materials and dummy bombs. The Seminar lasted approximately three hours with a short break inlcuded. Booklets and flyers were distributed to those present. Any department that was not represented, or did not receive this material may contact the Chief of Police, E.O.D. Unit, Hall of Justice, 850 Bryant Street, San Francisco, and request, in writing, this material.

Summary of Seminar

The bomb call:

If you receive a threat of a bomb by telephone:

A. Get as much information from the caller as you can
   1. Detonation time
   2. Location (specific)
   3. Voice characteristics of caller
   4. Kind and size of bomb
   5. Why was it put there
B. Notify your Superior or the person in charge
C. Notify the Police Department

If you discover a suspicious package, box or strange device:

A. Do not touch or move it
B. Notify your Superior or the person in charge
C. Notify the Police Department

Evacuation and Proceedures

If the decision to evacuate is made:

A. Do not panic people by telling them there is a bomb
B. Use an establish signal, other than the one used for fire evacuation
C. Open all windows and doors, this will reduce damage
D. All electricity, gas and fuel lines should be shut off at the main switch or valve
E. Do Not use two-way radios/walkie talkies, transmissions may cause detonation of a electric blasting cap
F. Someone with keys to all areas and who is familiar with the building should assist the police in the search

The Janitorial-Custodial workers and supervisors are often called upon to assist the police in the search. The obvious reason being that they know the building and generally have access to all areas. If you are assisting the police in a search the following precautions should be taken:

A. Do Not search alone, Police and Custodian must work as a team
B. Do Not touch or move a suspicious object
C. When entering a room do not touch the light switch. If it is off leave it off, if it is on leave it on.
D. Do Not use walkie-talkies

The Seminar was attended by representatives of most of the Citys Departments. Persons attending included Engineers, Nurses, and Security Police as well as Custodial Supervisors.

PERSONS ATTENDING AND DEPARTMENTS REPRESENTED

Thomas Anderson	Janitor Sub-Foreman	Juvenile Court
Elizabeth Joiner	Janitor Sub-Foreman	Library
James Berkley	Asst. General Service Manager	S.F. General Hospital
Charles McCullen	Custodial Foreman	School Department
Barney Snyder	Janitor Sub-Foreman	Library
Bert Babick	Custodial Foreman	City College
Jack Huges	Asst. Supervisor School Janitors	School Department
Louie Fields		Public Works
James Jenkins	Janitor Sub-Foreman	Public Works
Luis Ruiz	Janitor Sub-Foreman	De Young Museum
George Cooney	Janitor Foreman	Municipal Railway
Rurige Terrell	Porter Sub-Foreman	Laguna Honda Hospital
Thomas Wright	Inst. Police	General Hospital
Charles Giovannetti	Inst. Police	General Hospital
David Hagen		Laguna Honda Hospital
Helen Ferry	N/S	Laguna Honda Hospital
William Dencvi	Chief Engineer	Calif. Academy of Science
Joseph L. Pelayou	Engineer	Municipal Railway
Norris Coleman	Sub-Foreman Janitor	Calif. Academy of Science
G. Lawinos	Food Service, Supervisor	Laguna Honda Hospital
Joseph Hill	Porter Foreman	Laguna Honda Hospital
A. Nielsen	Building Repair Supervisor	Public Works

Elizabeth Joiner

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EXECUTIVE COMMITTE FOR STANDARDIZATION

OF JANITORIAL PRODUCTS AND EQUIPMENT

November 17, 1976

The regular meeting of the Executive Committe was called to order at 10:15 A.M., November 17, 1976 at Laguna Honda Hospital, Mr. Thomas Anderson presiding.

Minutes of the meeting of October 20th were read and approved.

Treasurer's Report

Mr. George Cooney, Treasurer, reported that the balance in account as of November 1, 1976 was $149.93. Mr. Thomas Anderson, Co-Chairman of the Educational Committe submitted a bill in the amount of $31.95. Expenses were incured in the purchase of two (2) replacement films for the Custodial Training Program. Mr. Anderson reported that after almost two years of constant use the films originally purchased, were no longer usable.

A motion was made by Mr. Bert Babick that the Committee authorize payment for the films. The motion was second by Mr. Joe Hill, and so moved. Mr. George Cooney, reminded members that the annual luncheon and election of officers will be held, December 17, at 11:00 A.M. at Castle Lanes, Garden Room, 1750 Geneva Ave. Approximate cost for the luncheon will be $147.50. Those members who have not already paid their yearly assessments in full are requested to do so at this time.

Purchasing Department

No report.

Liquids Committee

Mr. Thomas Anderson reported for the liquids Committee; results of testing on "Wy Cide" germicidal were inconclusive. Further testing is required. The committee can not at the present time make a recommendation regarding this product. Mr. Anderson also announced that Colberg Supplies and Easterday have merged. Colberg's is now, " Colberg Supplies, Division of Easterday Janitorial Products and Chemicals." The Easterday supply warehouse will be moving all materials and equipment to the Seventh street building (previously Colberg Supply) during the month of January. The move is expected to be completed by February 1, 1977.

Educational Committee

Mrs, Elizabeth Joiner, Coordinator, reported that the Custoidal Training Program for 1976 was ending November 24th. New schedule for 1977 will be sent to all department heads. Classes are scheduled to begin January 18, 1977. Please note that classes will be held on Tuesdays in 1977, hours remain the same 12:oo noon to 8:00 P.M. A two hour final test has been added to the course, this test will be given to NON-Civil Service Students only.

Current city workers are exempt from this test, which will be given the day after the final day of each session. This test has been added to the course to comply with Civil Service requirements, in acceptance of the certificate, in lieu of one year work experience.

Announcements

Congratulations to Mr. William Gutierrez upon his permanent appointment as Airport Custodial Services Supervisor, and to Mr. David Thomas and Mrs. Elizabeth Joiner upon their permanent appointments as Janitor Foremen at the SanFrancisco International Airport.

Mr. Thomas Anderson, reminded all persons borrowing Custodial Training manuals for copying, that they must be returned with three to four days time.

Mr. Moses Byes, General Services Manager, Laguna Honda Hospital, wishes to inform all members, that due to Fire Department regulations, parking will no longer be permitted in the loading area at service level. All members are asked to use the fifth level parking lot when attending meetings at Laguna Honda Hospital.

Agenda - December 17, 1976

General Meeting
Sub Committee Reports
Election of New Officers
Installation of New Officers
Luncheon

Meeting adjourned at 11:30 A.M., next meeting will be held December 17, 1976, at Castle Lanes, Garden Room, 1750 Geneva Ave.

COMMITTEE MEMBERS PRESENT

Thomas Anderson	Juvenile Court
Elizabeth Joiner	International Airport
George Cooney	Hall of Justice
Luis Ruiz	De Young Museum
James Sullivan	City Hall
James Berkley	General Hospital
Joe Hill	Laguna Honda Hospital
Norris Coleman	Calif. Academy of Science
David Thomas	International Airport
Bert Babick	City College

Respectfully submitted,

ELIZABETH JOINER
Recording Secretary